



604.04 Preparation and Delivery of Meals

Number Series: 600 - Corrections Division

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604.04-1 Policy

- I. The Hendry County Sheriff's Office Jail system shall provide inmates with at least three wholesome and nutritious meals, during each 24-hour period with no more than 14 hours between the evening and breakfast meals.
- II. Meals shall be served by inmate workers supervised by a Detention Deputy. The supervising Deputy shall ensure common sanitary measures are used in food serving.
- III. Food shall not be used as a disciplinary measure against inmates.
- IV. Meal service shall ensure each inmate the opportunity to have at least 20 minutes of dining time for each meal.

604.04-2 Food Preparation and Service

- I. Meals shall be prepared under the supervision of contract food service staff.
- II. Inmates shall be provided three substantial, wholesome and nutritious meals daily at regularly scheduled meal times. Generally meal service commences at the following times:
 - A. Breakfast @ 0500 hours
 - B. Lunch @ 1100 hours
 - C. Supper @ 1600 hours
- III. Sandwich meals shall not be served more than twice daily.
- IV. Inmates confined in segregation shall be served the same quality and quantity meals as served to the general inmate population. **(For exception see Section 604.05, "Special Management Meals")**
- V. Housing area inmate counts shall be made available to the contract food service staff prior to each meal to ensure adequate numbers of meals are prepared and loaded on the serving carts.
- VI. Meals supplied to juveniles shall be enhanced and snacks shall be provided to supplement required nutritional values.
- VII. The Jail Administrator, or designee with the approval of health care staff, may authorize the use of Special Management Meals, (meeting the minimum daily nutritional requirements.) Special Management Meals may be substituted in lieu of the regular meal in situations requiring such action. **(See Section 604.05 "Special Management Meals.")**

604.04-3 Meal Delivery

- I. Appropriate food containers shall be provided to facilitate the maintenance of appropriate food temperature. Meals shall normally be served to general population inmates on plastic insulated compartmented thermos trays.
- II. Plastic spoons shall be supplied as the eating utensil.
- III. Covered Styrofoam trays, cups, and bowls shall be used for meal delivery to inmates in disciplinary confinement, for Special Management Meals, and for inmates with special medical conditions.
- IV. Food will be placed on trays and the trays loaded on food carts under contract food service supervision to ensure each food tray contains the correct serving and each cart contains adequate trays for the designated housing area.
- V. Foods carts will be transported to the housing areas by designated kitchen inmate workers.
- VI. The feeding of housing areas shall be rotated to prevent the same blocks from being fed first or last regularly.
- VII. Roving Deputies shall examine food carts upon arrival to the housing areas. Prior to entry into the housing area food carts shall be inspected for contraband and trays shall be counted to ensure only the number of trays needed enter the housing area.
- VIII. Service:
 - A. Serving shall be performed by inmate workers supervised by Housing Deputies.
 - B. Food handler inmates shall wear protective clothing to cover the hair and hands when delivering meals.
 - C. Serving shall be consistent with common sanitary measures.
 - D. Trays shall not be placed or slid on the floor; serving confinement cells shall be via the food slot door.
- IX. After dining has been completed, drink containers and trays will be placed on pickup carts by inmates, accounted for by the Housing Deputy, and returned to the kitchen for washing.
- X. After each meal, inmate workers shall collect the trash from the housing areas, secure the trash in a plastic bag, place the bag in a trash pick-up bin and return the bin to the kitchen hallway ready for disposal.
- XI. Sufficient meals shall be kept in the kitchen in food warmers or coolers, as appropriate, for inmates returning from work release, court or other appointments.
- XII. Inmates shall be issued a drinking tumbler upon housing. Each housing area will provide dish soap to use by inmates to sanitize their tumbler daily. Tumblers may be exchanged once per week.
 - A. It shall be the responsibility of the inmate to maintain control of their issued drinking tumbler.
 - B. Once per week, all inmates will be offered the opportunity to exchange their drinking tumbler. Exchange will occur after dinner service every Saturday.
 - C. Lost Drinking Tumblers: Upon release, each inmate must return their drinking tumbler. If an inmate's drinking tumbler is missing, a replacement charge will be made against the inmate's commissary account.

604.04-4 Use of Food as a Disciplinary Measure

- I. Inmates, except for those on special medical, religious diets, or Special Management Meals shall be served the same meals.

- II. Food shall not be withheld, nor the standard menu varied as a disciplinary sanction or retaliation against inmates, nor shall food be altered to reward inmates for good behavior or work.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

600.00 Table of Content

604.05 Special Management Meals